



AGENDA ITEM NO.  
**66**

# COUNTY OF HUMBOLDT

For the meeting of: May 15, 2018

Date: May 1, 2018

To: Board of Supervisors

From: Kelly E. Sanders, County Clerk, Recorder and Registrar of Voters *KS*

Subject: Allocate one full-time equivalent (1.0) FTE Recordable Documents Examiner I/II position in Budget Unit 271

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the allocation of one (1.0) FTE Recordable Document Examiner I/II position (salary range 287/316, class 0155) in budget unit 271 effective immediately; and
2. Approve the disallocation of one (1.0) FTE Microfilm Technician I/II position (salary range 295/323, class 0176) effective immediately.

### SOURCE OF FUNDING:

General Fund – Recorder’s budget 271

### DISCUSSION:

The Clerk/Recorder’s office has a Microfilm Technician I/II position that became vacant on April 21, 2018, due to an out of department transfer. The distinguishing characteristics and examples of duties for the job

Prepared by K. Sanders CAO Approval *[Signature]*

REVIEW: Auditor *CS* County Counsel *BA* Human Resources *KAS* Other \_\_\_\_\_

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bass*

Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 5/15/18

By: *[Signature]*

Kathy Hayes, Clerk of the Board

description of Microfilm Technician primarily center on the duplication, editing, and reproduction of rolls of film. Technology and internal processes in the Recorder's Office have changed. Film production and duplication is now outsourced eliminating the use of hazardous chemicals. Upgrades in software systems have integrated tasks throughout the department. The duties of the Microfilm Technician position have become aligned with those performed by a Recordable Document Examiner I/II.

Therefore, the Clerk/Recorder is requesting the allocation of one (1.0) FTE Recordable Documents Examiner I/II position to be created, and the disallocation of one (1.0) FTE Microfilm Technician.

FINANCIAL IMPACT:

Because a vacancy currently exists, the county will realize a salary savings for fiscal year 2017/18 up to \$6,500, and approximately \$6,000 for fiscal year 2018/19 by allocating one (1.0) FTE Recordable Document Examiner I/II position (salary range 287/316, class 155) and disallocating one (1.0) FTE Microfilm Technician position (salary range 295/323, class 0176).

This request supports the Board's strategic framework by managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the reallocation. This is not recommended as it would not allow the Clerk/Recorder to effectively manage resources by providing a position that meets the needs of the current staff.

ATTACHMENTS:

None